

## ***Town of Stonington Police Department Records Clerk Position Description***

### **POSITION OVERVIEW:**

Records clerks are designated by the Chief of Police, who through the Board of Police Commissioners, conducts operations in the records room and assists other records room personnel with the proper dissemination, storage, and destruction of police records. Records clerks shall be familiar with the various State laws, including Freedom of Information (F.O.I.) laws, as well as the Rules and Regulations of the Stonington Police Department that deal with records related issues. Records clerks should be able to learn to possess a working knowledge of the computer-based records management system of the Stonington Police Department. He/she is further required to ethically and legally perform a wide variety of duties in a diligent, dependable, honest, and competent manner that communicates respect, loyalty and honesty within the Stonington Police Department and the public for which he/she serves. Stonington Records Clerks are subject to the rules and regulations of the Stonington Police Department and must be able to work harmoniously with other members of the Department.

### **LOCATION OF ASSIGNMENT:**

This assignment, in general, is located within the Stonington Police Headquarters in Pawcatuck, CT.

### **ESSENIAL DUTIES AND RESPONSIBILITIES:**

The nature of the assignment involves close interaction with other records room personnel and members of the public to ensure that public information is disseminated, stored, and/or destroyed in accordance with Stonington Police Department Rules and Regulations and State Law.

- Assists with any F.O.I. requests and remains up-to-date with F.O.I. Rules and Regulations
- Assists/answers questions of Law Enforcement personnel with records related issues
- Organizes the records archive room
- Destroys non-essential records in accordance with State Law and policy
- Reports crime analysis to various Federal and State organizations (Family Violence Offense Reports, NIBRS, etc.)
- Prepares monthly statistics reports for the Chief of Police
- Ensures non-disclosable cases are properly stored and segregated
- On occasion, assists court personnel with records related requests
- Provides the public with the necessary forms (i.e., pistol permit application) or information to assist them with records related issues.
- Performs criminal history checks.
- Available to assist with Critical Incidents / Natural Disasters
- Assists in the tracking of racial profiling information
- Evaluates and recommend improvements/changes to assist in records room operation procedures.

- Organizes files and provides accessibility to information that includes accident reports, miscellaneous calls for service, criminal incidents, arrests and juvenile matters (in conjunction with Law Enforcement personnel)

The following is a list of contacts with which the records clerks may interact with and assist in records related issues and statistics:

- Police personnel
- Other Law Enforcement Agencies
- Court personnel
- Various boards and commissions requesting information
- Members of the Media
- Members of the general public
- Town Attorney
- State Librarian

#### **OTHER JOB FUNCTIONS.**

Performs other related work as required.

#### **QUALIFICATIONS:**

Graduation from high school, including or supplemented by courses in business and data processing, or other systems applications plus four years' experience in administration / general office work; or an Associate's degree in general administration or business-related field and two years related experience; or any equivalent combination of training and experience that provides the following knowledge, abilities and skills:

- Considerable knowledge of modern office procedures and office equipment.
- Knowledge of the special laws, regulations and technical terminology pertaining to assigned work.
- Skill in utilizing a computer terminal or personal computer for word processing, database, spreadsheet and systems applications.
- Ability to follow oral and written instructions.
- Ability to communicate effectively in oral expression, to write concisely, to express thoughts clearly, and to develop ideas in logical order is required. Information provided orally must be accurately recorded
- Ability to maintain complex and confidential records and prepare accurate reports.
- Ability to establish and maintain effective working relationships with the public, Town officials, other departments and agencies, and office staff in an effective, professional and courteous manner.
- Skill in making decisions and ability to act quickly
- Ability to maintain accurate records and prepare general reports with the ability to exercise discretion in handling highly confidential information
- Ability to perform mathematical calculations quickly and accurately
- Willingness to learn both on site and at special classes

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee must be free from mental and/or physical disorders, which would interfere with the performance of duties, as described. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. An ability to adapt to varying work situations and establish and maintain harmonious working relationships with others is also required.

**ACCOMMODATIONS:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

The Police Department requires all applicants to participate in an extensive background check and pre-employment drug test.

The Town of Stonington is an Equal Opportunity Employer.